



Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT Farmworker Services/Workforce Development Division LOCATION: Sacramento	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: Manager of Educational Services	POSITION STATUS: Regular / Full-time FLSA STATUS: Exempt
SALARY: Grade 11	PROGRAM HOURS: Various

CORPORATION DESCRIPTION: California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION: CHD's Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives. A significant part of this Division is Educational Services, a commitment to provide hands-on vocational trainings at our three Anthony Soto Employment and Training (ASET) Centers.

SUMMARY: The Manager of Educational Services will work under the direct supervision of the FWS/WFDD's Director to carry out the following responsibilities that will include but, not limited to:

- A. Supervise and provide guidance to the Anthony Soto Employment and Training (ASET) Center's Managers.
- B. Develop and maintain the necessary documents to ensure compliance with the requirements set by the California Bureau for Private Postsecondary Education (BPPE).
- C. Develop and maintain ASET policies and procedures
- D. Support ongoing curriculum development including the development of new curriculum.
- E. Preparation of periodic reports both internal and external.

- F. Develop, implement and maintain pertinent handbooks, policies, and files.
- G. Maintains on-going positive working relationship with the BPPE.
- H. Manages all operational activities of the training centers including staffing, facilities, and coordination with vendors and suppliers.
- I. Develops corporate training center strategies and initiatives that reflect the organizations goals.
- J. Prepares business plans that support the operation of the centers and adheres to budget.
- K. May collaborate with educational institutions to provide additional or specialized training.
- L. Ensures that project/department milestones/goals are met and they adhere to approved budgets.
- M. Will conduct periodic and special program reviews to evaluate compliance and quality of training.
- N. Will monitor ASET's policies and procedures of program requirements and student activities to ensure they are implemented and followed by appropriate personnel.
- O. Maintain all current and past records such as curriculum, facilities, catalog and staff.
- P. Coordinate with Center Managers to schedule Advisory Committee meetings.
- Q. Coordinate the flow of paperwork related to school approval requirements of the BPPVE and other accrediting agencies.
- R. Other duties as assigned by the Division Director

KNOWLEDGE, SKILLS, AND ABILITIES:

LANGUAGE SKILLS:

- A) Bilingual English/Spanish Desired
- B) Read and write English/Spanish Desired
- C) Effective oral and written communications skills

MATHEMATICAL SKILLS:

- A) Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B) Ability to compute rate, ratio and percent.

REASONING ABILITY:

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- D) Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E) Ability to use effective judgment in crisis situations.
- F) Ability to solve problems and resolve conflicts effectively.
- G) Should be one of caring and concern for other employees and clients served.
- H) Should build lasting relationships with both, giving them confidence in your skills and ability.
- I) Ability to maintain own psychological well-being.
- J) Ability to recognize and manage personal bias.

OTHER ABILITIES:

- A) Ability to prepare and disseminate information both written and orally.
- B) Ability to read, understand, and follow fiscal and government guidelines and documents
- C) Ability to keep and monitor records and files.

SUPERVISORY RESPONSIBILITIES:

- A) Supervises ASET Centers' Managers.
- B) Is responsible for the overall direction, coordination, and evaluation of employees.
- C) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- D) Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

EDUCATION:

- A. Education should be at minimum an Associate Degree but prefer a Bachelor's degree in Education or related field.

EXPERIENCE:

- A. Must have at least 3 years' experience at vocational training facility and 1 year at a related supervisory or management position.
- B. Must have computer skills to include current Microsoft office applications a basic knowledge of a data base system.
- C. Applicant should be well organized, and detail conscious, with first-hand knowledge of educational/training programs.
- D. Must possess a dedicated interest in training and educating disadvantaged people.

WORKING CONDITIONS:

A) PHYSICAL DEMANDS:

This position requires:

Frequently: Sitting, Seeing, Hearing, Speaking, Standing, Sitting, Walking

Occasionally: Twisting, Lift to 25 lbs.

Seldom: Bending, Stooping, Pushing/Pulling, Carrying, and Reaching

B) WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

May have exposure to hazardous materials/conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license

Proof of insurance on personal vehicle

Recent satisfactory printout from the Department of Motor Vehicles is required.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of this job as outlined above.

Employee's Signature & Date

Supervisor's Signature & Date